



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

GENERAL ORDER
NO. 04-04

DESC-R

I. Authority: By direction of the Director, Defense Energy Support Center (DESC), General Order 01-14, dated 10 October 2003.

II. Pursuant to the cited authority, and effective immediately, the Directorate of Direct Delivery Fuels (DESC-P) assumed the mission of Contract issuance and administration for the DoD Fleet Card, AIR, and SEA Card programs. The Bunkers Branch (DESC-PHB) is established under the Specialty Fuels Division (DESC-PH), which is reflected in the missions and functions listed below and in the attached organization chart.

DESC-PHB Mission:

The Credit Card Branch mission is to provide credit card services to all DESC customers for the worldwide procurement of aviation fuel, ships bunker fuel, motor vehicle fuel and related ancillary services at commercial airports, seaports and gas stations.

DESC-PHB Functions:

- Performs all pre- and post-award functions for the AirCard and SEA Card programs.
- Performs all aspects of contract administration for the Fleet Card Program.
- Responsible for all pre- and post-award functions for unique requirements in support of contingency and humanitarian operations (i.e. Operation Enduring Freedom and Operation Iraqi Freedom).
- Responsible for all pre- and post-award functions for Into-plane contract locations.

III. The Information Technology Contracting Services Division (DESC-PI) is established, as reflected in the mission and functions below, and in the attached organization chart.

DESC-PI Mission:

The Information Technology Contracting Services Division (DESC-PI) is responsible for performing all aspects of contracting and contract administration for acquisition of Information Technology Products and Services.

DESC-PI Functions:

- Principal advisor on Information Technology acquisition strategy.

Federal Recycling Program

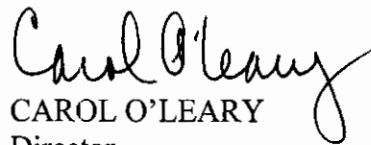


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- Plans and develops acquisition strategy for Information Technology acquisitions.
- Performs all pre- and post-award contracting functions for Information Technology Product and Service contracts.
- Performs all contract administration functions for Information Technology service contracts.
- Negotiates and coordinates DESC's intra-governmental Information Technology service support agreements.

IV. Detailed mission and functions will be reflected in the DESC Organization, Mission and Functions Manual (DESC 5810.1).

FOR THE DIRECTOR:



CAROL O'LEARY

Director

Directorate of Resources Management

DISTRIBUTION:

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